

	DELMAR POLICE DEPARTMENT	
	Policy 8.1 Incident Command System	
	Effective Date: 10/20/14	Replaces: n/a
	Approved: <u>Ivan Barkley</u> Chief of Police	
	Reference: DPAC: 2.2.1	

I. POLICY

It will be the policy of the Delmar Police Department to respond to unusual occurrences or high-risk incidents in accordance with this plan, and its basic methodologies for personnel and resource mobilization. As an incident progresses and requires additional resources, the Incident Commander will activate the Incident Command System or the Emergency Operation Plan. Conversely, as the incident de-escalates; the Commander will release personnel and resources in proportion to the de-escalation. Elements of this plan are to be exercised every two years.

II. PURPOSE

To establish procedures for responding to all unusual occurrences, whether created by widespread violations of the law, natural, or man-made disasters. The Incident Command System (ICS) will be the process to build both the personnel and organizational structure to meet the needs of the specific event.

III. DEFINITIONS

- A. Incident Command System (ICS): A system for command, control, and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property and the environment. There are five major components: command, planning, operations, logistics, and administration.
- B. Incident Commander (IC): A command officer who is responsible for planning, exercising, executing, and facilitating the emergency management plans.
- C. Unified Command: A multi-agency command incorporating officials and personnel from agencies at an incident scene. When an incident's magnitude exceeds the capabilities, resources or jurisdiction of one agency, the ICS of an agency can evolve into and participate in an established Unified Command structure.
- D. Command Post: A centralized base of operation established near the site of an incident, where primary command functions are executed.
- E. Mobile Police Command Post: This Mobile Command Post will be used as a field post at the scene of any major emergency.

- F. Emergency Operations Center (EOC): A pre-designated facility established to coordinate the overall agency response and support during an unusual occurrence or high-risk incident. Unless otherwise designated by the Incident Commander, the Delmar Police Department Training Room will serve as the EOC.
- G. Emergency Support Function (ESF): A functional area of response activity established to facilitate the delivery of assistance required during the immediate response phase of a disaster to save lives, protect property, and protect public health, and to maintain public safety.
- H. Emergency Management Commander: A designated position responsible for the liaison between the Delmar Police Department and other agencies, and serves as an adviser to the Incident Commander.
- I. Unusual Occurrence: An emergency situation that results from a natural or manmade disaster (e.g., flood, earthquake, tornado, snow emergency, hazardous materials incident, explosion, aircraft disaster) and civil disturbances. A bomb threat or bomb emergency is not an unusual occurrence; (when a suspicious object is located) however, a bomb detonation would be categorized as an unusual occurrence.
- J. Civil Disturbance: The disruption of daily routine and activities of the majority of law-abiding citizens by organized or mob activities. Civil disturbances include riots, disorders, and violence arising from dissident gatherings and marches, political conventions and labor disputes.
- K. Barricaded Person: An individual who resists being taken into custody by using or threatening the use of firearms, other weapons, explosives, etc. Generally, the barricaded person is behind cover. As used here, the barricaded person may or may not have taken a hostage or made a threat to his or her own life.
- L. SWAT/SORT Team: A group of police officers who are specially selected, trained, and equipped to handle high-risk incidents such as those involving snipers, barricaded persons, hostage-takers, selected warrant services, and other situations or activities deemed necessary by command leadership.
- M. Exercise: Gathering of individuals, inclusive of government and private sector persons, to develop plans, practice implementation and to discuss each agency's role in handling unusual occurrences. This could include tabletop functional and/or full field exercises.

IV. SYSTEM ACTIVATION CRITERIA

- A. The Incident Command System, (ICS) will be utilized if circumstances dictate the necessity of expanding personnel resources beyond the scope of the first responders. ICS is the combination of personnel, procedures, equipment, facilities, and communications operating within a common organizational structure. The

responsibility for the management of assigned resources begins with the first responder.

- B. The ICS system, if activated, may include participation by outside agencies and resources. The system may be adjusted up or down depending on the circumstances encountered. It is recommended that only those agencies and resources needed be utilized during an incident. However, this does not prevent the utilization of agencies and resources as a step toward preparedness for anticipated developments.

V. COMMAND PROTOCOL

- A. At the scene of an unusual occurrence, the authority and responsibility for controlling the scene is placed upon one on-scene commander. However the incident commander may be a subsequent responder who assumes management of the critical incident.
- B. The incident commander, regardless of professional rank has the latitude and authority to assign persons to an assignment deemed necessary to deal with a particular critical incident. Multiple responsibilities may be assigned to one person as needed.
 - 1. Incident Commander: This function is responsible for activities surrounding the critical incident to include developing plans, implementing strategic decisions and approving resource allocations.
 - 2. Unless exigent circumstances exist no one, except for the incident commander, shall make independent decisions when the ICS structure is activated.
 - 3. Depending on the type of occurrence, an official from another agency (e.g., fire chief, DNREC, DEMA) may be designated as the incident scene commander, and the department shall coordinate its response through that individual.
 - 4. Unless specifically ordered by a supervisor or the incident commander to respond to a critical incident, all personnel shall maintain their current assigned duties. Abandoning assigned duties in order to respond to a critical incident only leads to a breakdown in the incident command system and loss of order among responders.
 - 5. The modular progression of incident command may require additional personnel and resources to accomplish various functions as deemed necessary by the incident commander. Depending on the circumstances the following steps are to be used by the department.
 - a. Deputy Incident Commander: This person is under the direction of the incident commander. The Deputy Incident Commander assists in policy advisement and assuming command in the absence of the incident commander from the scene.

- b. Operations: This person is responsible for coordinating law enforcement related tactical and strategic plans, traffic control, and perimeters. This person may request additional resources and revise plans as necessary with the knowledge and approval of the Incident commander.
- c. Department Supervisor: This person is responsible for managing operations at the department headquarters. Managing security and operations of Headquarters will include processing/holding areas, and will serve as advisor to the Incident Commander in making policy and deployment decisions through the duration of the critical incident.
- d. Staging: This person is responsible for managing and organizing all staging areas for all disciplines responding to a critical incident. Staging areas are maintained for collections of all personnel and resources until the Staging Officer allocates them to a particular assignment.
- e. Investigations: This person is responsible for the investigation and case filing of any criminal cases at the scene of a critical incident. Other responsibilities include the collections and preservation of evidence, gathering intelligence information, investigating the use of deadly force and maintaining and preserving the complete criminal case file. The criminal investigator reports directly to the Incident Commander.
- f. Logistics: This person is responsible for providing facilities, services and materials in support of all personnel deployed at a critical incident.
 - 1. The logistics person will report directly to the incident commander and can function from the command post. The Logistic person will be responsible for the following;
 - 2. Food: Supply of food and beverages for personnel in the field or in the Emergency Operations Center involved in the critical incident.
 - 3. Medical Unit Leader: Medical services with responding fire and EMS agencies for casualties including medical attention for law enforcement responders involved in the critical incident.
 - 4. Ordering equipment and supplies for the critical incident, inventory of current and used equipment and supplies, and servicing of equipment in the field and the Emergency Operations Center
 - a. Sanitation Requirements - under extraordinary field conditions arrangements should be made to assure not

less than one toilet facility is available when responders are required to remain on scene for more than twelve hours without relief. One portable toilet is required for every twenty (20) responders. Toilet facilities are not necessary if responders have transportation readily available to nearby facilities.

- b. Washing facilities - the supply person shall provide adequate washing facilities for responders engaged in operations where hazardous materials may be harmful. Washing facilities should be coordinated between the supply person and any Fire/EMS counterpart on scene. Showers and changing rooms may be necessary where work will require six months to complete.
5. Providing security for supplies and equipment used and staged for the critical incident and for security of relocation centers, the Command Post and any other location in need of uniformed security.
6. Providing persons to manage the transportation of personnel, supplies, maintenance personnel and equipment, repair and fueling of vehicles pressed into service during a critical incident.
- g. Public Information Officer: has the responsibility to deal with the media at critical incidents. The Incident Commander will designate the location of the Media Control Center. This control center will be occupied by the Public information officer (or his/her designee) The P.I.O. will coordinate the release of Information relating to the community's safety and well-being. The P.I.O. will normally coordinate with the staging officer to control media access and the flow of information to the public from the incident commander.
- 1. The PIO also has the following responsibilities:
 - a. Establishing guidelines for the media to visit the incident scene.
 - b. Monitoring media coverage to prepare briefings for the Incident Commander.
 - c. Establish privacy protection for those who do not want to meet with the media, to include responses to the media regarding the participation of individual law enforcement personnel during the incident.
 - d. Ensures that no single person in the law enforcement agency speaks to the media without approval of the

PIO. The responsibility of responding to the media is a well-coordinated and informative effort by the Public Information Officer during and after the incident. The Public Information Officer should clear future requests for interviews of individual public safety responders.

- e. Establishment of a media release facility or area where formal interviews with policy makers can take place during the incident and perhaps after the incident.
- f. Law enforcement has the initial responsibility to establish media relations. However, once the initial incident is over and a recovery phase is in effect, the responsibility for media releases may switch to the relevant local authority. Close and continuing cooperation between law enforcement and the other local public safety media teams is important and will enhance a smooth transition.
- g. Rumor control will be addressed by the P.I.O...
- h. Hospital Officer: This person is responsible for the coordination of all authority activities at a hospital to include the management of employee related injuries and casualties. The hospital officer reports directly to the Incident Commander.
- i. Finance: This person is responsible for all financial and cost analysis aspects of the critical incident, to include processing requisitions, field purchase orders and pay vouchers. The finance person is also responsible for maintaining required personnel records, preparing all employee injury claims, and prepares a final cost analysis of the critical incident for the Incident Commander, coordinates State and Federal funding for employee injury or death compensation and setting up separate private and public accounts to receive money on behalf of killed or injured employees. The finance person reports directly to the Incident Commander.
- j. Victim Services: This person works in partnership with the hospital person. The Victim Services coordinator is responsible for assisting with the affairs of any member or employee who is severely injured, incapacitated or killed in the line of duty, to include liaison for a decedent's beneficiaries.
- k. Emergency Operations Center (EOC) can be used to house some or all support functions relative to an incident. The EOC provides an immediate partnership with the Incident Commander and mobilizes resources and personnel to support the incident.

- l. Radio and/or telephone communications must be established between the incident scenes (Command Post at a minimum) to the Emergency Operations Center. Therefore, the Department Supervisor should appoint an EOC Communications Officer to coordinate communications efforts with the Field Communications Officer or Staging person.
- m. Dispatchers will insure communications is maintained with Field Dispatchers. This will require the utilization of specific telephone and radio line frequencies that are dedicated to the critical incident. EOC Dispatchers will maintain a log of activities for the Incident Commander.

VI. RESPONSIBILITIES FOR PLANNING AND RESPONSE

The Incident command system is an efficient way of coordinating and organizing emergency response operations to a broad class of hazardous incidents or unusual and extraordinary situations or circumstances. In the event that circumstances dictate the activation of the Incident Command System the department has numerous plans and policies in place that address particular situations that should be utilized by the incident commander when applicable.

VII. DOCUMENTED TRAINING EXERCISE

- A. A training exercise that includes the ICS will be conducted in conjunction with the Emergency Operation Plan, which is performed every two years, with multiple agency involvement.
 1. The exercise may be tabletop in nature, include actual exercises, and may include multiple agencies in the responses.
 2. An actual incident exercise should be realistic in nature with unforeseen developments included.
 3. If the incident exercise results in the identification of ICS weaknesses, identified training needs, or procedural weakness the appropriate identified area will be addressed as need.

VIII. AFTER ACTION REPORT

The Incident Commander or his designee is responsible for submitting an After Action Report at the conclusion of the critical incident to the Chief of Police through the chain of command. The purpose of the After Action Report is to evaluate the agency's overall response to the critical incident with the intent of serving as a foundation for future similar responses.

- A. The After Action Report should contain the following information;
 1. Brief description of the incident.

2. A detailed description of services provided for the incident to include personnel and equipment.
3. Cost analysis for the agency to provide services, to include salaries, incidentals, equipment used and lost and food costs.
4. Copy of all reports submitted by all persons assigned to the incident.
5. Attachments to include maps, forms or any other related documents.
6. Summary of casualties, injuries to employees and citizens and assessment of private and public property loss.
7. Final evaluation of the incident. Discussion of any problems encountered and successes realized. Must be a critical evaluation of the overall response conducted by the agency. The final evaluation shall provide suggestions to remedy any and all problems encountered during the incident.